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Kenny H. Yoakum
DIRECTOR

MEMORANDUM

TO: Agency Fleet Coordinators

FROM: Tim Sylvester, Fleet Administrator, Fleet Management Division

DATE: May 6, 2020

SUBJECT: Object Codes and Sub-Object Codes on the ARI Invoice

By request of the State Auditor's Office, ARI vehicle maintenance invoices must use the following Object and Sub-Object codes when breaking down an ARI maintenance invoice for payment. Listed below are the Object and Sub-Object codes with some examples of how you would use that combination of codes.

Object	Object Name	Sub-Obj	Sub-Obj Name	Examples
3225	VEHICLE OPERATING EXP	3614	BATTERIES	
		3615	FILTERS	Purchased Oil Filter, Air filter...
		3616	FLEET VEHICLE EXPENSE	Brakes, Rotors and Pads, Disposal Fees, Other vehicle maintenance not listed...
		3617	LUBRICANTS	Purchased Oil, Engine coolant...
		3619	TIRES	
		3620	TOWING	
		4439	OIL CHANGES	LOF (Lube, Oil and Filter)
6105	VEHICLE REPAIRS	6000	VEHICLE REPAIR-MECHANICAL	Brake calipers, Transmission...
		6211	DAMAGES TO STATE VEHICLES	Windshield, Body work...

Please e-mail me at Timothy.J.Sylvester@WV.gov if you have any questions.

Form: DOA-FM-001 Revised (1 May 2018)